

Southeastern Vermont Community Action (SEVCA)

Job Description

Position Title: Production Coordinator
Department: Weatherization
Supervisor: Program Director
Job Classification: Full time Salaried, Exempt

Job Objectives and Job Summary:

Serves as the daily hub of Weatherization program job production functions, with responsibilities including but not limited to: Assign and schedule jobs; oversee and share supervision of crews; contract with, schedule, coordinate & oversee subcontractors; order and maintain inventories of program materials, tools & equipment; process paperwork, enter labor & materials data in the program database, and keep thorough & accurate records related to job production; coordinate functions & services with Auditors and Business Administrator; and cover the Program Director's responsibilities as needed in his/her absence.

Primary Functions:

1. Assign and schedule jobs to crews and track their time as compared to labor estimates.
2. Visit job sites to monitor adherence to established procedures, productivity, quality, and safe practices; coordinate with Crew Chiefs on supervision and evaluation of crews to ensure effective performance.
3. Review job files with Auditors and keep them informed of any changes in their work scope and any labor or subcontractor overruns on jobs in progress; and coordinate functions and services with the Business Administrator to ensure that a free flow of information takes place at all times.
4. As needed, solicit, contract with, schedule, coordinate & oversee subcontractors; monitor costs, deadlines & work quality related to Weatherization work scopes; ensure adherence to proper procurement policies and procedures; and maintain up-to-date and accurate records of subcontractors.
5. Ensure that vendor and subcontractor invoices are appropriate, allowable, reasonable, and accurate before submitting to Business Administrator for processing and reporting purposes.
6. Order, receive, and maintain inventories of program materials, provide crews with applicable purchase orders, and ensure that inventory procurement is done through our purchase order system, with the goal of obtaining high quality materials for the lowest possible cost.
7. Assess the need for, purchase, and maintain inventories of tools, equipment, and vehicles; and create and maintain property record cards to keep track of them.
8. Process all paperwork, including purchase orders and invoices for vendors, subcontractors, and in-house inventory; vehicle reports; building check and job order sheets; and labor logs.
9. Enter labor & materials data in the program database, and generally keep thorough & accurate records related to job production.
10. Keep the Program Director informed of any problems with production or other issues within his/her jurisdiction.
11. Keep apprised of current Weatherization procedures, methods, and products by participating in training courses, classes, workshops, webinars, conferences, and other events to increase knowledge and skills.

Created: ___/___/20___

Reviewed: ___/___/20___; ___/___/20___; ___/___/20___; ___/___/20___

Updated: ___/___/20___; ___/___/20___; ___/___/20___; ___/___/20___

Other Functions:

1. As needed on a temporary basis, cover the functions and responsibilities of the Program Director (PD) in his/her absence and deal with any problems that may arise, in consultation with the PD if possible.
2. With the input and under the direction of the PD, assist with building and property maintenance functions as needed.
3. Perform any other duties requested and/or approved by the Program Director or Executive Director that are consistent with the functions of this position, the Weatherization program, and with the mission, goals, and priorities of SEVCA.

Job Standards/Accountability:

1. Job production is assigned and scheduled appropriately & efficiently, and managed and monitored effectively to ensure high quality work and meeting goals and deadlines.
2. Crews and subcontractors are supervised effectively to ensure efficient performance in compliance with all program standards.
3. High quality materials are purchased at the lowest possible costs, and inventoried, used and tracked effectively in compliance with all procurement standards and policies.
4. Job data is entered completely, accurately and in a timely manner and complete and accurate files are assembled and maintained, in order to ensure reliable records and timely reporting.
5. Required paperwork is processed effectively to ensure accurate records, and payments issued and revenue received in a timely manner.

Working Conditions:

1. Generally routine office work, including filing and use of computers, phone, office equipment, etc.
2. Traveling regularly within our service area and occasionally around the state and beyond to attend training sessions, meetings, and other functions.
3. Handling and lifting materials in the warehouse.
4. Working under pressure of deadlines, production goals, juggling multiple functions and sometimes urgent needs that require attention at the same time.

Qualifications:

1. Ten years' experience in Weatherization, construction or related industry, including supervision of staff and/or subcontractors and coordination of scheduling and managing multiple jobs.
2. Understanding of structural components and systems in residential as well as commercial buildings.
3. Well-developed communication, organizational, and recordkeeping skills.
4. Ability to work independently and as an effective team player.
5. Dependability with excellent attendance and punctuality.
6. Demonstrated leadership abilities with a strong commitment to the program and agency missions.